

TEMPORARY PERMIT TO ENTER STATE-OWNED ACCELERATED RAIL PROPERTY
(LINE BETWEEN KALAMAZOO AND DEARBORN)

Contractors who require access to railroad property must submit a letter to Amtrak requesting a Temporary Permit to Enter Upon Property. The letter should include the contact name and mailing address of the prime contractor responsible for all work, and outline the location, nature, scope and estimated duration of work. If any subsurface work is required, the letter should clearly specify whether the work is geotechnical or environmental in nature.

Prior to any work on or access to the Right of Way, the contractor must first execute Amtrak's Temporary Permit to Enter Upon Property. The Temporary Permit will include a force account estimate based on the contractor's scope of work and projected duration of work. Amtrak will provide engineering, flag protection and/or other protection services at the sole cost and expense of the contractor. Advance payment for these services is required. After Amtrak receives a fully executed permit, payment for applicable fees, approval of the proposed work plans and/or access requirements, and verify that all insurance requirements have been met, Amtrak notifies the appropriate Division Engineer's representative.

Please note that all contractor employees who will work on the property are required to complete Amtrak's Contractor Safety Orientation Training prior to entry. The contractor must coordinate all access with Amtrak's Division representative.

Due to the heavy volume of requests for Temporary Permits to Enter Upon Property, please allow up to 30 business days processing time for initial Permit requests.

Please call or e-mail Kate McGrath at 215-349-1750 or mcgratm@amtrak.com if you have any questions.

This permit will cover temporary access only. Permission also must be obtained from MDOT (or the underlying property owner) for any long-term rights.

Please note: Fiber Optic rights along the Michigan Line east corridor were retained by Norfolk Southern Railway Corporation (NS). Separate authorization from NS must be obtained prior to Amtrak being able to process PTE requests.

Amtrak Permit to Enter Contract Information:

Kate McGrath
Project Development Officer
Engineering - I&C
30th Street Station, Box 64
2955 Market Street
Philadelphia, PA 19104
Phone: 215-349-1750
Fax: 215-349-3550
mcgratm@amtrak.com

December 12, 2014

Amtrak
Engineering Construction
4th Floor - South Tower
30th Street Station (Mail Box 64)
Philadelphia, PA 19104

Temporary Permits to Enter Upon Amtrak Property (PTEs)

Requests for Temporary Permits to Enter Upon Amtrak Property (PTEs) must be submitted to Amtrak in writing and include the following information:

1. Name of company requesting the permit (include address and telephone number)
2. Who's attention the permit should be addressed to
3. Permittee's e-mail address
4. Exact location of work (including railroad milepost, if known)
5. Specific work activity being performed on railroad property (please provide dollar value of the contract if work being performed is other than surveys or bridge inspections)
6. Projected duration of work being performed on railroad property
7. Contact, phone and address where invoices should be sent for payment by Permittee.

Note: Temporary Permits for performing any environmental or geotechnical tests or studies (e.g., air, soil or water sampling) may be issued subsequent to completion of Amtrak's environmental review and approval process. Requests are reviewed on a case-by-case basis. Depending on the site specific circumstances, a separate Site Access Agreement that addresses environmental liability issues may be required prior to any Temporary Permit.

All PTE Requests must be submitted to the Amtrak Engineering Construction Department by fax, e-mail or mail as noted below:

- Faxed to (215) 349-3550 or MCGRATM@AMTRAK.COM
- Email to mcgratm@amtrak.com
- Mailed to the following address:

Director I&C Projects
National Railroad Passenger Corporation
30th Street Station (Mail Box 64)
Philadelphia, PA 19104

Due to the heavy volume of requests for Temporary Permits to Enter Upon Amtrak Property, the processing time for initial Permit requests is approximately 30 business days.



AMTRAK
HR – Employee Development
30th and Market Streets – 3 North – Box 1
Philadelphia, PA 19104
Fax Number 215-349-3731

Contractor Orientation Training Request

This is in response to your request for Amtrak's Contractor Orientation Training. *Note: Our training delivery has changed.* Starting October 1, 2012, Instructor Led classroom training will **no longer be offered** and has been replaced with a computer based training program that is available 24 hours / 7 days per week. Offered at a cost of \$18.00 per person, this training can be completed at www.amtrakcontractor.com and requires participants to register on the website before accessing the course. Participants completing this course are required to be able to **Read, Comprehend and Demonstrate in English their understanding of the materials presented, as well as all the safety instructions, briefings and warnings.** Before taking this course, participants will be required to provide a current photo and have the capability of uploading the photo electronically. At the end of this course, participants are required to pass a comprehensive test to receive a temporary certificate that is valid for three weeks. A Photo ID card, which is valid for one calendar year from the date of issue, will be mailed to the participant. Each participant will be given three (3) opportunities to pass the test. If unable to pass on the 3rd attempt, the participant will be unable to retake the test for 30 days.

The safety of Amtrak's passengers and all employees working on the property (Amtrak and Contractor personnel) remains our highest priority. For your protection, Amtrak requires that your employees comply with all safety regulations ("Specifications Regarding Safety and Protection of the Railroad Traffic Property").

All contractors must notify the Amtrak Project Manager or Engineer assigned to your project before entering onto railroad property and before coming within twenty-five (25 feet) of the centerline of the track or energized wire. Amtrak's Project Manager or Engineer assigned to your project will assist you with obtaining a temporary "Permit to Enter upon Property" and will arrange for protection if needed. Safety violations will result in the immediate suspension of work within the railroad's property limits.

Thank You

HR - Employee Development